APPENDIX E-139 P

RECOMMENDED BUY/BATCH/REPAIR DOCUMENTS

1. FORMS USED

  a. Recommended Buy Document, DIC ZHS, appendix B-139, (DLA Form 911).

  b. Recommended Buy/Repair Batch Control Document (Output/Input), DIC ZSJ, appendix B-140 (DLA Form 881).

  c. Recommended Repair Document, DIC ZGS, appendix B-141, (DLA Form 911).

2. CRITERIA FOR PREPARATION

  a. The Recommended Buy/Repair Documents, DLA Form 911 and Recommended Buy/Repair Batch Control Document, DLA Form 881 as prescribed by chapter 3, are generated mechanically when:

    (1) An item not assigned a Tentative Due-In Restriction Code reaches the Reorder Point and qualifies for a mechanical Stock Replenishment Procurement Recommendation and the recommendation requires Inventory Manager (IM) approval. In addition, when an item reaches the Reorder Point and the Procurement Recommendation requires IM approval, a Standard Supply Control Study (SSCS) (appendix F-167) with Reason for Study Code RP will be generated.

    (2) The IM inputs a Request for a SSCS, (appendix B-179, DIC ZR9), with Action Code IB. The computer will generate an SSCS with Reason for Study Code IB and Buy/Repair/Batch Documents for shortages through the Procurement Cycle time period. If IMs request a study with Action Code IB, and no shortage exists, only a Batch Document, DLA Form 881, will be generated with only a study number.

  b. A Recommended Buy Document, DIC ZHS, is generated for each location having a different Fund Classification Code and delivery date. A Recommended Repair Document, DIC ZGS, is generated for each location having condition D, F, or G assets in Purpose Code A, B, E, G, and H. A Buy/Repair Batch Control Document, DIC ZSJ, is output which contains the total number of DIC ZHS/ZGS documents generated and the total quantity recommended. Concurrently, with the generation of the Recommended Buy/Repair/Batch Documents, the computer generates input into a Working Data Set (WDS) to post the computer recommendation to the Supply Control Record (SCR). The input is processed in the next daily cycle and establishes Recommended Buy/Repair/Batch Trailer Records in the SCR.

  c. When a Manual Walk-Thru Purchase Request is prepared IAW appendix E-266 P, the IM will prepare Buy/Batch Documents to record the Due-In in the Due-In File.

d. Before reentry of the Recommended Repair Document, the IM must coordinate with MSO to initiate repair at a DoD maintenance activity IAW chapter 17 or at a commercial facility IAW appendix E-530 P.

e. When it is necessary to release a Recommended Procurement for a PGC from the Government Furnished Materiel Suspense File (GFMSF), DIC ZSJ will be manually prepared with Action Code DD in pos. 79-80. Only those elements designed with two asterisks in subparagraph 4b(3) are to be input when this input action is required.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Inventory Management Division, IM, within DSO is responsible for preparing the Recommended Buy/Repair Batch Documents for reentry by way of data entry services.

4. PROCEDURES/INSTRUCTIONS FOR PREPARATION/COMPLETION OF FORM

a. SOURCE(S) OF INFORMATION.

(1) Lines 57 through 62 of the SSCS, appendix F-167, (Reason for Study Codes RP and IB) represent, by depot location, the quantity that should be printed on each computer generated Recommended Buy Document (DIC ZHS). Line 49 of appendix F-167 represents the unscheduled reparable assets, by location, that should appear on the computer generated Recommended Repair Documents (DIC ZGS).

(2) The Batch Document is computer prepared and summarizes the number of locations with a Buy Recommendation (DIC ZHS) and the number of depots with unserviceable/unscheduled assets. In addition, it also contains the total quantity recommended for both buy and repair.

b. PREPARATION OF THE DOCUMENTS FOR REENTRY.

(1) The Buy/Repair Batch Documents, DLA Form 881 (DIC ZSJ) and DLA Form 911 (DIC ZHS/ZGS) contain space for both computer output and reentry. An entry in these positions is necessary only to signify a change.

(2) Total Approval - When the computer recommendation is accepted without change, submit only the Recommended Buy/Repair Batch Control Document, DIC ZSJ, with a DA Action Code in pos. 79-80. The computer process will subsequently automatically insert zeros in pos. 63-65, Number of Revisions, and pos. 54-62, Quantity Recommended, will be transferred to pos. 66-74, Quantity Approved, field.

(3) Revisions to DIC ZSJ, Batch Control Document - If any DIC ZSJ/ZHS or ZGS changes are made, an entry will be required in pos. 63-65. Enter only that data that is to be revised. Normally this will be pos. 63-65, Total Number Revised Actions, and pos. 66-74, Total Approved Quantity.

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FIELD
POSITIONS        TITLE               INSTRUCTIONS

 1-3             DIC                 **Enter ZSJ.

 4-6             RIC                 **Enter RIC of processing DSC.

 7              Resubmission Code    Leave blank.

 8-11            FSC                 **Enter FSC of item.

11-20            NIIN                Enter NIIN of item recommended.

21               TPC                 Enter 1, 2, 3, or 4 (for subsistence)
                                     or leave blank.

22               Blank               Leave blank.

23-27            PGC                 **Enter PGC from output or leave blank.

28-29            Special             Enter appropriate code (appendix
                 Annotation Code     A-68) or leave blank.

30-43            Document Number     Leave pos. 30 blank, enter Recom-
                                     mended Buy Number from output in
                                     pos. 31-43.

(33-37)          Batch Control       **Enter the GFMSF Recommended Buy Date
                 Date                for the specific PGC buy, appendix
                                     E-287 P.

44-46            Project Code        Enter Project Code if applicable;
                                     otherwise, leave blank.

47-48            Unit of Issue       Enter UI from output.

49-50            Blank               Leave blank.

51-53            Total Number        *Enter from output the total number of
                 Recommended         ZHS/ZGS documents output.
                 Actions

54-62            Total Recommended   *Enter from output total quantity
                 Quantity            recommended by computer for Buy and
                                     Repair.

63-65            Total Number        Enter number of revisions and/or new
                 Revised Actions     location additions.

66-74            Total Approved      Enter if applicable.  Should be
                 Quantity            adjusted to Quantity Unit Pack (QUP).

75-76            Blank               Leave blank.
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FIELD
POSITIONS        TITLE                INSTRUCTIONS
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FIELD POSITIONS	TITLE	INSTRUCTIONS
77-78	Output Routing Code	**Enter ORC from study. Must always be the ORC from the Supply Control File (SCF).
79-80	Action Code	**Enter DD, DE, or DF.

*Precede significant digits with zeros.

**These data elements are to be entered when it is necessary to release a PGC recommended buy from the GFMSF. PGC, pos. 23-27, must be entered. The ORC, pos. 77-78 will be the ORC of the submitter. Action Code, pos. 79-80, must be DD.

    (4) Revisions:

      (a) When the Computer Recommendation requires revision, a Batch Control Document, DIC ZSJ, will be prepared to indicate number of revisions and revised quantity. In addition, a Buy/Repair Document, DIC ZHS/ZGS, will be prepared for each location requiring change. A new location addition will require a line item number in sequence as indicated in pos. 44-47. The IM will first coordinate all DIC ZGS repair recommendations with the personnel associated with depot overhauls to ascertain the economic feasibility of repairing the recommended quantity. Only when a firm commitment to overhaul is anticipated will the quantity be reentered as approved. The reparable quantities may be too small to open up a repair line at the depot for the overhaul of noncritical items. When an SSCS, Reason for Study Code RP, indicates a Recommended Repair greater than 99,999 (line 49, column B) at one location, with attendant Recommended Repair transactions, DIC ZGS, indicating total quantity less than 100,000; the following actions are taken in the SCF process:

      However, the Unscheduled/Unserviceable Stock On-Hand Quantity in line 49, column B, is accurately computed to generate an over 100,000 repair quantity at one location (line 49, columns C through O).

      (b) To schedule an over 100,000 quantity to be repaired at one location, the subsequent actions must be accomplished in the following sequence:

      1. Edit ZGS transaction for approval of repair changing the quantity field to a total of 99,999.

      2. Initiate Project Order for Repair IAW appendix E-258*P, DLAM 4140.2, Volume II, for entire quantity of materiel reflected in line 49, columns C through O (dependent on where the location is positioned).

      3. Initiate a request for SSCS, Reason for Study Code IB, DIC ZR9, appendix E-179 P, for input into next daily Requirements Cycle.

4. Upon receipt of subsequent SSCS, Reason for Study Code IB,
the accompanying Recommended Repair transaction, DIC ZGS, should be
edited for approval and should reflect a quantity which is equal to the
difference of the quantity which is equal to the difference of the
originally Recommended Repair, but is less than the previously approved
quantity.

        5. It should be noted that if the SSCS, with Reason for Study
Code IB, is accompanied by the Recommended Procurement Lines, i.e., DIC
ZSJ, appendix B-139, accompanying the SSCS, those Recommended
Procurements should be canceled since a recommended buy was probably
input in the previous Requirements Cycle.

        (c) If a location does not require change, do not resubmit a buy
or repair document. The Batch Document will be prepared as outlined in
subparagraph b(3) above except: pos. 63-65* will reflect the number of
ZHS/ZGS documents being revised; pos. 66-74* will reflect the total
quantity being approved for buy and repair; pos. 79-80 Action Code DE
will be entered to indicate revisions are being made. Whenever a change
is made to the quantity on one or more ZHS/ZGS documents, all
ZHS/ZGS/ZSJ documents which were changed must be input, and the total
quantity on the ZSJ Document must agree with the sum of the quantities
on the detail documents. Prepare DIC ZHS/ZGS for reentry as follows:

FIELD POSITIONS	TITLE	INSTRUCTIONS
1-3	DIC	Enter ZHS or ZGS as applicable.
4-6	RIC	Enter RIC of processing DSC.
7	Resubmission	Leave blank.
8-20	NSN	Enter NSN for item recommended for buy or repair. The NSN cannot be changed. However, the NSN for the repair could be different from the buy for items having family members.
21	Blank	Leave blank.
22	Type of Pack Code	Enter Type of Pack Code 1, 2, 3, or 4 as applicable - for use by subsistence only.
23-24	Unit of Issue	Enter UI from output recommendation.
25-29	Blank	Leave blank.
30-43	Document Number	Leave pos. 30 blank and enter document number from output recommendation in pos. 31-43. Field pos. 30 is for manually prepared documents.

FIELD POSITIONS	TITLE	INSTRUCTIONS
44-47	Line Item Number	Enter line item number from output. If adding a line item, enter the next consecutive number - i.e., if output has three line items, enter four for the new one being added. Precede significant digits with zeros.
48	Representative Buy	For ZHS only - Enter Y, N, or leave blank as applicable. A blank will result in automatic assignment of a Code Y. Leave blank for ZGS.
49-50	Funds Classification	For ZHS only - Enter FCC from output if no Code change is made to data effecting FCC -i.e., VIP DVC, Provisioning, Mobilization Reserve. If revision is required, enter correct code using appendix A-60. Leave blank for ZGS.
51-53	Storage Location	Enter location from output recommendation or new location as applicable.
54	Ownership/Purpose Code	Enter applicable code, should normally be A.
55	Condition Code	Applies to ZGS only. Enter Condition D, F. Leave blank for ZHS.
56-61	Blank	Leave blank.
62-65	Required Delivery Date	Enter Julian date materiel is required.
66	Type LR Code	For ZHS only - This position will be filled on computer output if management of the NSN was assumed via the Logistic Reassignment processes (see appendix A-35). This data element is extracted from the NIR for informational purposes and may be blank on reentry.
67-74	Quantity	For ZHS - Enter quantity to be procured. If quantity for a location is totally disapproved, enter zeros. Precede significant digits with zeros. Be certain that the quantity is adjusted to QUP, if applicable. For ZGS - Leave pos. 67-69 blank. Enter quantity to be repaired in pos. 70-74. If repair is being disapproved, enter zeros in pos. 70-74.

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FIELD
POSITIONS        TITLE              INSTRUCTIONS

75-76            Blank              Leave blank.

77-78            ORC                Enter ORC of IM.  Must always be the
                                    same as the ORC on the Output/Study.

79-80            Action Code        Enter DE for locations being revised
                                    or disapproved.  Enter DF if a new
                                    location is being added.
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    (5) Total Disapproval - When the total recommendation is being dis-approved, only a Buy/Repair Batch Control Document, DIC ZSJ, appendix B-140, is required. The Batch Document will be prepared as outlined in subparagraph 4b(3) above; pos. 79-80 enter Action Code CY, DB, DC, or DH depending upon reason for disapproval (appendix A-42). The total cancel action codes are the only entry required. The computer will subsequently automatically insert zeros in pos. 63-65, Number of Revisions, and pos. 66-74, Total Quantity Approved, fields.

    c. WALK-THRU PR.

    When Walk-Thru PRs are prepared IAW appendix E-266 P, a Buy Document must be prepared for each location having a different delivery date. A Batch Document must be prepared to summarize and control the Buy Documents. The Batch Document will be prepared as outlined in subparagraph 4b(3) above except: pos. 51-62 will be zero filled; pos. 79-80 must contain Action Code DJ or DT. The Recommended Buy Documents will be prepared as outlined in paragraph 4b(4) above except pos. 79-80 must reflect Action Code DJ. In addition to the above, pos. 30 of both the Buy and Batch Document must reflect an A to denote manually prepared documents. When the documents are input, a Due-In record will be established and funds will be mechanically committed. Whenever Action Code DT is used, the IM will obtain the necessary signature approval as established by each DSC.

    d. USE OF SPECIAL ANNOTATION CODES, APPENDIX A-68.

    When Special Annotation Codes are entered in pos. 28-29 of the Batch Document, DIC ZSJ, the applicable message will be printed on the PR.

    (1) When Special Annotation Code AE is used to indicate that public exigency procurement procedures should be applied, the IM must prepare a written justification outlining the extent of the emergency and indi-cating the current stock position of the item. The justification will be prepared as soon as a PR has been received.

    (2) Special Annotation Code AB will be used when GFM is to be furnished in support of the item being procured. The IM must prepare an IOM to the DP&P outlining the NSN(s) to be furnished as GFM, the quantity to be furnished, the location of the stock and other data deemed pertinent as soon as the PR has been received. Additionally, the quantity required to support the procurement being initiated should be placed in Purpose Code H.

(3) Special Annotation Code AA will be used for special instruc-
tions/annotations which are not covered by subparagraphs 4d(1) and 4d(2)
above. The additional information will be annotated as soon as the PR
is received.

(4) Special Annotation Code AA, AC, and AD will be used when an
Option Clause is requested by the Inventory Manager. Selection of a
Special Annotation Code to represent specific option percentages is as
follows:

SPECIAL
ANNOTATION
CODE   EXPLANATION

AC   50 percent Option Clause Requested.

AD   25 percent Option Clause Requested.

AA   75 percent or 100 percent Option Clause Requested. In
                the absence of specific Special Annotation Codes for 75
                percent and 100 percent Option Clauses, it is necessary
                to have the Procurement Instrument returned to the DSO
                for manual annotation 75 percent Option Clause Requested
                or 100 percent Option Clause Requested.

   e. USE OF PROJECT CODES.

   When a Project Code is entered in pos. 44-46 of the Batch Document,
DIC ZSJ, the computer will access the Project Code Table in the
Distribution Subsystem and will print an in-the-clear message on the PR.
When a buy is recommended for an SSP, the computer will mechanically
enter 1R1 in the Project Code field. This Project Code must be reentered
by the IM when preparing the document for reentry. Project Codes must
be entered in the Project Code Table along with the applicable message
prior to entering on Batch Document. Further, they should be used only
when it is necessary to communicate with the buyer.

5. INSTRUCTIONS FOR PROCESSING RETURNED FORM

   Not applicable.

6. DISPOSITION OF FORM AFTER FINAL ACTION

   The completed forms will be destroyed subsequent to entry action.

7. FLOWCHART

   Flowchart not required.